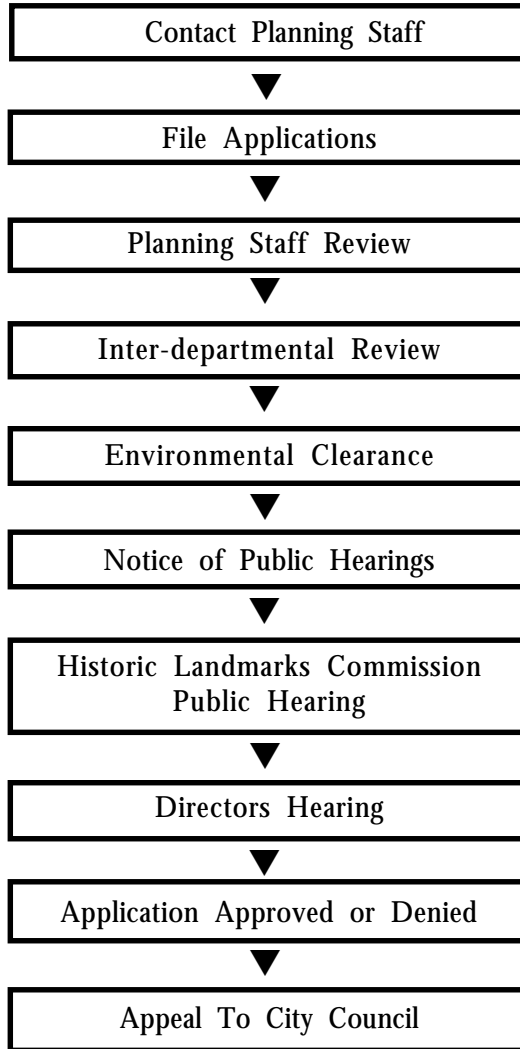


WHAT IS THE PROCESS?



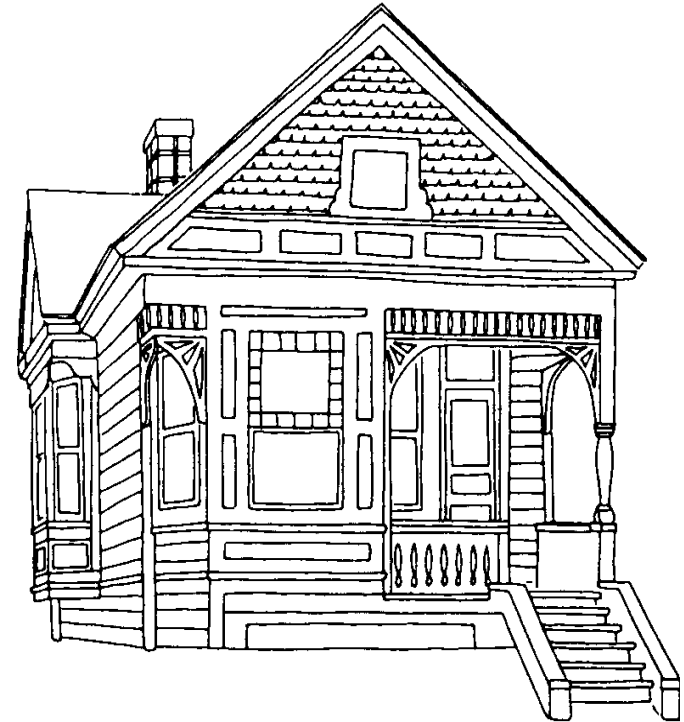
Para mas informacion,
por favor llame (408) 535-3555

For more information
call (408) 535-3555



City of San Jose
Planning, Building and Code Enforcement
200 East Santa Clara Street
San Jose, CA 95113-1905

Historic Preservation Permit Process



City of San Jose
Planning, Building and Code Enforcement
www.sanjoseca.gov/planning

What is a Historic Preservation Permit?

A Historic Preservation (HP) Permit is an approval of a request for any exterior work performed either on a designated City Landmark, or in a City Historic District. An HP Permit protects San Jose's historic treasures by maintaining their integrity and character.

HOW DO I KNOW IF I NEED ONE?

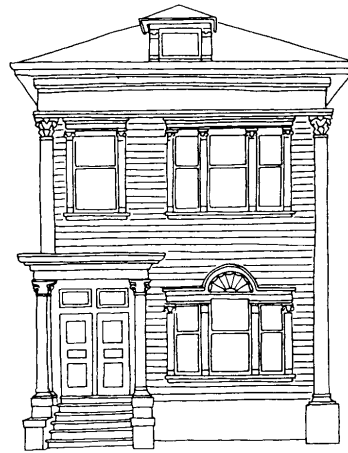
Before planning a project, you should contact the Planning Divisions of the Department of Planning, Building and Code Enforcement (PBCE) at (408) 535-3555 to determine:

- The zoning and General Plan designations of your property,
- If a development permit is required for your project, and
- Whether your property is either a City Historic Landmark, or is located within a City Historic District.

If your property is either a designated City Landmark, or is located within a City Historic District, an Historic Preservation Permit is required. In addition to any other development permit that may be required for your project, you must have an Historic Preservation Permit approved before obtaining a building permit to perform any exterior work.

Examples of exterior work which require an Historic Preservation Permit are as follows:

- New construction, particularly when increasing building square footage.
- Reconstruction, alteration, repair, rehabilitation, restoration, remodeling, or any change to the exterior of a structure.
- Installation of additional paving or sidewalks.
- Demolition, removal, or alteration of any part of a structure.



WHAT SHOULD I DO IF I NEED AN HISTORIC PRESERVATION PERMIT?

You should submit a preliminary review to the Development Services Center, 1st floor of the City Hall. A brochure describing the preliminary review process is available the Development Services Center. There is a processing fee for the preliminary review. We will review your draft site plan, site photographs, and assessors parcel map at a weekly staff meeting. A project manager will be assigned to work with you, and inform you of necessary permit requirements.

HOW LONG DOES THE PROCESS TAKE?

An Historic Preservation Permit generally takes 60 days to process. After filing, your Historic Preservation Permit application will be forwarded to the Historic Landmarks Commission (HLC) for review. An Historic Preservation Permit could require additional processing time if your project also requires a development permit, such as a Conditional Use Permit, or more extensive, Environmental Review, such as an Historic Report or a traffic analysis.

WHO APPROVES HISTORIC PRESERVATION PERMITS?

The Director of Planning may approve, conditionally approve, or deny an application for an Historic Preservation Permit after holding a noticed public hearing called Director's Hearing. The Director considers the recommendations of the HLC. The Director's Hearing provides both the applicant and interested community members an opportunity to participate in the process. Director's Hearings are held every Wednesday of the month, except the first Wednesday, at 9:00 a.m. in the City Council Chambers, City Hall, 200 East Santa Clara Street, San Jose. The Director's decision may be appealed to the City Council.